# Neshoba County School District

**Job Description**

**POSITION TITLE**: **Special Education Extra Duty**

**Title of Supervisor(s)**: Teacher and Principal

**General Responsibilities**: To assist the teacher by monitoring and assisting special need students in toilet training and toileting duties as needed.

**Salary**: Supplement

# Qualifications: Currently employed as a Special Education Assistant Teacher

# ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of Neshoba County Schools, along with state and federal regulations pertaining to special education.
2. Assist with the delivery of special services; assist with daily living skills; feed and toilet students if necessary; and assist with any other task students are unable to perform for themselves as directed by the supervising teacher.
3. Collaborate with teacher to incorporate information provided by parents, doctors, nurses, therapists and others in order to understand the needs of and provide services for students.
4. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
5. Serve as the chief source of information and help to any substitute teacher assigned in absence of the regular teacher.
6. Perform related duties and responsibilities as requested by the teacher and/or principal.